

Instructions for Notifying National Park Service (NPS) about the Appointment of a New Tribal Historic Preservation Officer (THPO)

If your tribe has appointed a new permanent or acting THPO, the NPS be notified of the appointment before it can recognize the new person as the THPO. Notification of the appointment is a requirement of the Memorandum of Agreement (MOA) the tribe signed with the NPS when it accepted responsibility of the duties of a State Historic Preservation Officer (SHPO) for its tribal lands.

Notification must be submitted to NPS by letter, from the Tribal Chairman or Tribal Council (on the tribe's letterhead). The letter must be addressed to the Chief of the NPS Tribal Preservation Program and must name the newly appointed THPO and provide their contact information.

The letter may be mailed or emailed to the NPS. A sample letter is below:

Tribal Letterhead

[Date]

James Bird, Chief
Tribal Preservation Program
National Park Service
1201 I (Eye) St. NW, Stop 2256
Washington, DC 20005

Dear Mr. Bird,

On [date] the [tribe] Tribal Council appointed [name] as the new Tribal Historic Preservation Officer for the tribe.

[Mr./Ms. name] can be reached at the following:

Historic Preservation Office
123 Main St.
Anytown, MO 55555

555-555-5555(T)
999-999-9999(F)

THPO@ourtribe.com

Please contact [name] if you have any questions about this appointment.

Thank you,

Tribal Chairperson